Business & Office Technology Administrative Assistant

Provider: Alaska's Institute of Technology
Length: 178 Days
Cost: $12,362
Cost Unit: Cost of the entire program

Website
https://avtec.edu/programs/business-office-technology-administrative-assistant

Places: Seward

Program category(ies)
Workforce Investment Act Eligible Training Program

Administrative assistants are an invaluable member of an organization. They keep the office running in an organized and efficient manner. Would you like to stand out amongst all applicants when applying for an Administrative Assistant position? An AVTEC Administrative Assistant Certificate will prepare you to do just that by developing your skills in using the latest business technologies and software.

Related Occupations

Executive Secretaries and Executive Administrative Assistants
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

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